PUBLIC (GENERAL-B) (1948) Department.

Ms SERIES.

G.O. No. 1295

1295

Dated 26.5.48

[Despatch Abstract.]

Sub:- Office Manual - Secretariat - Amendments - Issued.

I

Page: 57 For the existing para 147.
Substitute the following.

"147 - ~~High~~ Eight copies . . . . . .
. be typed - Five copies for . .
. . . . the file.

/True copy/

GOVERNMENT OF MADRAS
ABSTRACT

OFFICE MANUAL - Secretariat - Amendments - Issued.

PUBLIC (GENERAL-B) DEPARTMENT

G.O. Ms. No. 1295 dated 26.5.68.
Read the following:

x x x

ORDER:

The following amendments shall be made to the Madras Secretariat Office Manual:-

AMENDMENTS.

In the said Manual,

II

Page 73

In para 200 - Checking of delays in circulation, i) delete the words " to the under Secretary, as the case may be ".

ii) After the words "the section Superintendents concerned insert the following:

" to the Personal Assistants to Hon'ble Ministers."

III

Page 136

In para 414 - Hours at which work will be received - for the existing portions under sub-headings" on working days except on Saturdays' and 'on Saturdays' - the following shall be substituted:-

"414. Hours at which work will be received. Fair copies etc which are ready for despatch should be sent by the Departments to the Central Despatch Branch in four batches as follows:-

On working days.

1 st batch	between	11 and 12 A.M.	
2nd	"	1 and 1-30 P.M.	
3rd	"	2-30 and 3 P.M.	and
4th	"	3-30 and 4 P.M.	

specials which have to be despatched on the same day, will however be accepted at any time between 11 A.M. and 5 P.M., on working days, the Non special files will not be received for despatch after 4 p and even special files will not be received after 5 p.m. Departments of the Secretariat should make their own management for

patch affair 5 p.m. as on Sundays or other close holidays, except in the case of Telegrams which will be received up to 6. p.m.

IV

Page ~~186~~ 204

In para 595 - Casual Leave under item 1 ordinary casual leave, in sub-para (2) in the first sentence, for the words "fifteen" and in the second sentence for the words "seven", substitute "twenty" and "ten" respectively.

IV

Page 186

In para 537 "Hours of attendance" for the existing hours of time 8 a.m. and 5 p.m. substituted ~~&~~ 9 a.m. and 6 p.m. respectively wherever they occur.

VI

Pages 269-273

In Appendix VI:

(1) Under the heading Public Works Department against the item relating to Chief Engineer (Highways) for the figures 166 and '55' in columns 3 and 4 the following shall be substituted:

1.	2.	3	4
Chief Engineer (Highways)	-	151	90

(ii) Under the heading Development Department against the item relating to "Registrar of Co-operative Societies." for the figure '29' in column 3, substitute '40'.

(iii) Under heading Public Department the items "Right Reverend Bishop", "Presidency Senior Chaplain" and "Venerable the Archdeacon" and the entries relating to them shall be deleted.

(iv) In the statement under the 'Note' under Revenue Department, in the entries in the sub-heading.

"d) Commercial Taxes Department"

(1) for the figure 62 shown against the item 'Deputy Commercial Tax Officers, substitute the figure 65; and

(2) for the figures '192' against the item "Assistant Commercial Tax Officers" substitute the figure'195'.

(Sd) x x

To the Departments of the (including Public) Secretariat of Madras Legislature.
To the Superintendent, Government Press for issue of correction slips.
Copy to Secretariat Library .
To. Private Secretary to Governor /True copy/

OFFICE ASSISTANT
MADRAS RECORD OFFICE

r. 15.9-